



Job title: **Buyer**
Job ID: 20260214
Location: Greater Vancouver
Full/Part Time: Full-time
Regular/Temporary: Regular/Temporary

Join a company that has been a part of moving Metro Vancouver for over 35 years.

British Columbia Rapid Transit Company Ltd. (BCRTC) maintains and operates the Expo and Millennium SkyTrain Lines from our central facilities in south Burnaby. Our services connect downtown Vancouver to the cities of Burnaby, New Westminster, Coquitlam, Port Moody and Surrey. With the future expansion of both the Expo and Millennium Lines gathering pace, infrastructure renewal and new asset acquisition projects underway, this is an exciting time to join our team of over 1,200 dedicated employees, working on one of the longest fully-automated rapid transit systems in the world.

Our work encompasses roles such as administration, engineering, elevator and escalator maintenance, field operations, vehicle maintenance, and wayside (station and guideway) maintenance.

When you work for SkyTrain, not only will you help move Metro Vancouver, you will also have access to comprehensive benefits including paid vacation, medical benefits, transit passes, training and more. We are a proud equal opportunity employer, committed to a diverse and inclusive workforce.

Come explore what makes us one of BC's Top Employers!

Responsibilities

PRIMARY PURPOSE

The Buyer is responsible for purchasing technical and non-technical inventory, as well as direct charge goods and services, in accordance with company policies and procedures. Selects the most economical shipping methods, expedites on-time delivery and resolves issues related to damaged, late, or incorrectly received goods. Liaises with users to ensure goods, parts and services ordered and received meet user specifications.

MAJOR RESPONSIBILITIES:

Replenishes inventory based on reorder reports and forced order requisitions, and prioritizes zero quantity reports.

Analyses current on-hand inventory, outstanding orders, comments, recent usage, and current min/max parameters ensuring out of stock/over stock risks are minimized and the most economical order quantities are on order.



Prepares appropriate RFX process on all purchases ensuring compliance within the Procurement policies and trade laws. Reviews supplier RFX response documents and determines the best overall value to BCRTC and creates a contract that reduces supply risk and favorable terms for BCRTC with the successful proponent.

Uses various technologies to place purchase orders ensuring suppliers receive orders in a timely manner and subject to policy signing limits, followed by confirmation of the order.

Recommends purchase selections and liaises with requestors through in person meeting, phones, emails, and arranges internal, external stakeholders' meetings as required.

Researches and recommends supplier selection and negotiates supply agreements to ensure minimized risk for the supply of parts and services.

Researches and sources alternate suppliers (based on lead times and availability) for substitutes of new or discontinued parts to meet usage requirements and maintain stock levels.

Coordinates with multiple internal stakeholders and departments (maintenance and engineering) to provide compatible alternate parts and follow up on approval requests.

Researches and evaluates OEM product availability from secondary or direct sources by leading reverse engineering initiatives when applicable.

Maintains supply chain market awareness of changes that may affect the supply and demand of certain parts, services, and materials for both domestic and international parts.

Drives best cost options, ensuring there is a focus on optimum stock management for the operation for suppliers, avoiding the creation of redundant stock and actively working to avoid surplus in slow moving and obsolete stock.

Initiates and oversees Technical Procurement Support (TPS) and collaborates with Engineering to address any sourcing issues pertaining to inventory parts. Oversees and assesses the status of TPS's and takes action to lead other departments actions to reduce risk in sourcing inventory and the ability of maintenance to make service.

Ensures purchase requisitions are complete and correctly authorized.

Reviews requisitions accuracy by verifying variables such as item types (stock and direct charges), cost centers, attachments, and the correct warehouse location.

Provides guidance to all requestors on required data points in both the Enterprise Asset Management system (EAM) and Financial and Supply chain Management system (FSM) requisitions to ensure compliance with corporate policies.

Ensures budget holders approve higher price requestion (expense estimate) to final purchase to ensure budget holder is aware of final expense.

Reviews purchase requirements by applying risk-based logic to ensure fulfillment risk is minimized.

Obtains quotes to comply with purchasing policy as required and evaluates and prepares competitive bid summary to make final recommendation based on price, availability, and specs requirement.

Educates end-users on BCRTC procurement procedures to reduce the turnaround time for procure-to-pay processes.

Ensures BCRTC Contracts, purchase orders and blanket orders are updated in the ERP system each fiscal year to ensure the Finance department reducing risk of late payment and credit holds to suppliers.

Corrects receiving problems on Overages, Shortages, or Damaged shipments (OS&D).



Investigates overages, shortages, or damaged shipments (OS&D) by physically checking parts and identifying the issue.

Collaborates with relevant stakeholders to determine the appropriate resolution.

Initiates return processes with RMAs, prepare damage claims, and negotiate financial recovery with freight companies.

Documents issues, completes necessary forms for inventory changes, and ensures corrective actions are taken.

Implements preventive measures to address future quality issues or stock delays.

Gathers and provides information from internal and external stakeholders for any goods and services to support all Quality Management System (QMS) processes.

Including incoming Quality Inspection Control tickets (IQC) and Non-conformance report (NCR), and Technical Procurement Support (TPS) by executing Corrective and Preventive Actions (CAPA).

Responsible for ensuring import and export documentation for shipments is accurate and complete.

Prepares and authorizes legal import and export documents.

Maintains current knowledge of export and import regulations to ensure compliance and reduce risk of customs fines with cross border shipments. including customs documentation, duty charges, product classifications and brokerage services.

Submits and declares official export declarations for any international shipment to.

Maintains completeness of whole export packages and include additional documents as required.

Coordinates with importation broker, the supplier, and CBSA to correct and bring into compliance any missing or incorrect import documentation or information to comply with Canadian import regulations.

Ensures suppliers supply Safety Data Sheets (SDS) and that end user submit an approved pre-purchase hazardous chemical checklist for new purchases of controlled products.

Reviews and actions Stock Inventory Adjustments (SIA-New), and (SIA-Change) by maintaining data integrity and considering the best sources for new item creation requests.

Negotiates the most suitable and economical freight terms with the vendor, and determines the most economical transportation method required to meet the delivery requirements.

Determines and authorizes insurances for shipments as required to mitigate risk of high dollar value shipments

Maintains current knowledge of transportation regulations for domestic and international shipments.

If damage or loss occurs for any insured shipments, oversee the claims and repayment for goods damages or loss.



Provides guidance and collaborates with various business groups and departments within BCRTC, including the inventory team, management, stores, support shops, and asset control. Organizes and conducts in-person meetings to ensure that orders, repairs, and business processes align with the needs of these groups. Maintains awareness of the internal product cycle to anticipate and address potential impacts on inventory and operations.

Supports the objectives of the Inventory Control Team's and Management objectives through close communication and strategic initiatives on complex matters, including train decommissioning, new trains series, and replenishment of scrap-outs.

Corrects discrepancies between invoicing and purchase orders, and processes necessary change orders.
Contacts vendors to clarify discrepancies and requests to revise invoices or correct pricing. Advises the accounting team of the correction/change orders to complete payment process. Updates the Purchase Orders to match the revised Invoice.
Prioritizes and resolves invoicing issues pertaining to OS&Ds.

Provides and suggests overall system improvements and efficiency to BTS and management. Recommends changes and possible enhancements for financial and asset management systems to BTS.
Liaises with various internal stakeholders and departments on matters relating to Asset Management Systems.

Applies lean principles to identify opportunities for eliminating non-value-add processes and increasing efficiencies of both the process and the ERP system.

On a relief basis performs the duties of the Senior Buyer.

Performs other duties as assigned, including minor items that do not affect the value of the job.

Qualifications

EDUCATION:

Requires completion of a Supply Chain Professional Certification, Supply Management Training (SMT) or Program, or NISCL Diploma, supplemented by completion of 2 years post-secondary education in Business administration or related field.

OTHER REQUIREMENTS



EXPERIENCE:

Requires 4 years previous experience in a computerized purchasing environment involving buying a wide variety of electrical, electronic, and mechanical parts, tools, and equipment. Plus 6 months on the job to become familiar with SkyTrain purchasing methods and policies, suppliers, user requirements, Purchasing and Inventory systems and the materials purchased.

Other Information

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

Work Schedule

40 hours per week.

Work Designation

Resident - This position works predominately on-site.

Rate of Pay

Wage: \$52.48 per hour.

Please note: All new employees will be subject to a 6-week trainee rate at 75% of the hourly rate.

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

How to Apply

Please visit our [Career Page](#) to apply for this position.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one PDF document prior to uploading your application on-line.

Closing Date: Open until filled



Please note that only those short listed will be contacted.

Having trouble applying? Please view the [System Requirements & FAQ's page](#).

If you have questions, please connect with us at jobs@translink.ca.

Equal Employment Opportunity

SkyTrain is committed to employment equity and building a diverse workforce, representative of the customers we serve and the many communities in the Metro Vancouver region. We welcome and encourage Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. Learn more about TransLink's commitment to equity, diversity and inclusion.

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at jobs@translink.ca.